

**Minutes**  
**Waukesha County Criminal Justice Collaborating Council-Executive Committee**  
**November 17, 2010**

Dwyer called the meeting to order at 8:39 a.m.

**Committee Members Present:** Judge Mac Davis (arrived at 9:16 a.m.), Brad Schimel (arrived at 8:48 a.m.), Dan Vrakas, Peter Schuler, Jim Dwyer, Sam Benedict.

**Also Present:** Rebecca Luczaj, Vanessa Allen, Clara Daniels, Sarah Spaeth, Ralph Schultz, Linda Witkowski.

**Approve Minutes from October 11, 2010 Meeting**

The minutes of October 11, 2010 were approved without objection.

**Update on Day Report Center Program**

Volume of Referrals/Over Capacity

Luczaj distributed and reviewed a handout titled *Waukesha County Day Report Center Summary Statistics, November 2010* including total program staff and capacity, current caseload, referral sources, summary of court referrals and response to increased volume. She said the current caseload is 49 clients with 46 court and 3 Huber referrals. Program capacity is 45 clients. She and Schuler met with Dan Vrakas, Chief of Staff Ellen Nowak and the county budget staff to discuss options for the Day Report Center (DRC) because it is over capacity. On October 29 it was decided to temporarily close referrals to the Sheriff's Department. She and Schuler met with Director of Administration Norm Cummings and Budget Manager Keith Swartz to discuss long term solutions to handle program growth. It was decided a full-time case manager would be added in January 2011 to handle additional volume. Also, the method of determining capacity will be restructured from number of clients per case manager, to the number of contacts per case manager. The change will more accurately reflect the amount of time case managers spend with clients especially since the program is seeing higher risk clients with higher reporting needs. Sara Carpenter of WCS believes 2.5 FTE case managers will be able to manager 50 client contacts per staff person per week. Luczaj will continue to monitor the volume of referrals and discharges to discover the medium. Budget division staff will be notified when the program is near capacity again and the issue will be revisited at that time.

Schuler said no one anticipated the program would fill so quickly. When referrals are temporarily placed on hold, people stop referring to the program altogether. This is something we need to avoid if possible.

Dwyer said it would be helpful for the CJCC to understand that case managers are seeing a lot more high risk cases which involves more time per contact. A description of the work involved with a typical client contact would also be helpful. Schuler reviewed a list of tasks that may be included in a contact such as SCRAM follow-up, paperwork, verifying phone calls, etc. Luczaj said the case managers are also assessing all Sheriff's Department inmates to see if they are appropriate for electronic monitoring, ViCap and/or DRC.

Benedict said the Sheriff has options other than the DRC but he is reluctant to use them. He does not see this as a problem. Benedict said the goal was to fill the program to capacity. Schuler said higher caseloads are challenging for WCS staff because of the increased administrative work involved.

### Remodel Plan & Revised Start Date

Luczaj distributed a blue print of the new DRC and indicated how the space will be used. There will be three offices with two work stations per office for six staff members which include the employment specialist who will be hired in 2011. Facilities staff indicated the space should be functional by the beginning of March 2011.

Dwyer said the plan has no program space. Luczaj said that was part of the trade off made when we could not move into the originally designated space due to high remodeling costs. Referrals will continue to be made to outside sources in the community.

### **Update on 10/12 Drug Abuse Trends Committee Meeting**

Schimmel said there was great turnout at the first meeting of the Drug Abuse Trends Committee meeting on October 12, 2010. The committee, consisting of professionals from treatment, health care, courts, law enforcement, probation and parole, education, etc. heard presentations on 2009 Waukesha County drug overdose statistics, current drug trends in Waukesha County and 2009 Waukesha School District student survey results regarding alcohol and other drug use. The committee also watched a video clip from Wisconsin Public Television: "Heroin in Wisconsin." The committee agreed that drug abuse in Waukesha County cannot be ignored. Luczaj is trying to secure Dr. Richard Brown to make a presentation on evidence based responses to drug abuse for the next committee meeting.

Schimmel said Luczaj is researching the following topics for the committee: possible funding sources for a drug treatment court or other diversion programs, initial charges for drug possession, developing methods to deal with bail jumping, ways to help people maintain sobriety, the potential for advocacy from other groups, which population groups need to be reached, ways to react as a criminal justice system, what can allies in the struggle do, etc. The encouraging news is that we can make an impact

Benedict said he is concerned the group is too big with too many interests and working on an agenda that is too broad. It will be a challenge to channel committee members away from prevention and education, which is not the purpose of this particular committee. The immediate problem to be addressed is how to impact criminal justice cases using evidenced based responses with inadequate resources. Schimmel said it would be ideal to find ways to divide interest in the community so groups can focus on their areas of expertise.

### **Planning for December 6<sup>th</sup> CJCC Meeting**

#### Review List of Invitees

Luczaj distributed the list of invitees. She said Judge Davis emailed information about the December 6, 2010 CJCC meeting on November 9, 2010 and invitations went out on Judge Davis' letterhead to 16 legislators and three Department of Transportation representatives. So far, Representative Nass has responded that he will be in attendance.

Schimmel said unfortunately he cannot attend the December 6 meeting due to being in trial.

Schimmel left the meeting at 9:14 a.m.

#### Review & Discuss Fact Sheet

Luczaj distributed a handout titled *Waukesha County Criminal Justice Collaborating Council Special Session: Focus on Drunk Driving, December 6, 2010*. Luczaj said this is a draft of the fact sheet that will be distributed at the meeting. It includes statewide statistics to reinforce the notion that drunk driving is a statewide issue. January-November 2010 program statistics will be added at the end of November to provide the most up-to-date numbers.

Judge Davis arrived at 9:16 a.m.

Benedict said he would like more post conviction information included. Vrakas said the fact sheet needs to show that Waukesha County is a leader. Should information on all CJCC programs and the BJA/CSAT grant be included?

Luczaj said the focus of the meeting is to seek sustained funding for the Intoxicated Driver Program. She is concerned that providing too much information about other CJCC programs will distract from the purpose of the meeting. Schuler said it is important to send a direct, succinct message. Judge Davis said program brochures should be distributed after the meeting as well.

#### Review & Discuss Agenda

Davis said he needs to verify that there may be a caucus on December 6 which would eliminate those in the Assembly from attending. It will be challenging to find a new date that works for everyone. The meeting should be held no later than December 18, 2010. Vrakas recommended Luczaj work with Ellen Nowak to schedule a new meeting date if needed.

Dwyer asked how long the meeting will last? Judge Davis said the agenda should be developed for one hour of presented materials and 30 minutes for discussion. Dwyer said it is important to have a well-planned program. The history of the CJCC does not need to be reviewed. Benedict said it will be key to make the connection between program and prevention investment versus post adjudication costs including the cost of corrections for people in Wisconsin prisons and jails. Vrakas said we should also know the cost of the mental health component.

Luczaj said she will be at a conference in Washington D.C. for the BJA/CSAT grant and unable to attend the December 6 meeting.

#### **Update on 2011 DOC Funding for Community Service Options Program**

Luczaj said the county and WCS sent a letter to the DOC several months ago requesting a 3% increase in funding for the Community Services Options Program. Last week the DOC sent an email indicating it will grant the 3% increase in program funding. The DOC also increased funding 3% last year. The contract is currently in development. Dwyer and Vrakas both indicated this was great news.

#### **Next CJCC Meeting**

Monday, December 6, 2010 @ 9:00 am, Room G55

#### **Next CJCC Executive Committee Meeting**

Monday, December 13, 2010 @ 8:30 am, Room G55

The meeting adjourned at 9:29 a.m.